

NAME: (LAST) (FIRST) (MIDDLE)

ADDRESS: (NUMBER AND STREET)

(CITY) (STATE) (ZIP CODE)



CALIFORNIA BOARD OF ACCOUNTANCY

2000 EVERGREEN STREET, SUITE 250
SACRAMENTO, CALIFORNIA 95815-3832
(916) 263 – 3680 FACSIMILE (916) 263 – 3675
WEB ADDRESS: <http://www.dca.ca.gov/cba>



CONTINUING EDUCATION REPORTING FORM

CERTIFICATE OR PERMIT NUMBER:

STATE ISSUED:

EXPIRATION DATE:

I CERTIFY under penalty of perjury under the laws of the State of California to the truth and accuracy of all these statements and representations.

Executed _____,

this _____ day of

_____, 19 _____.

(SIGNATURE)

INSTRUCTION TO APPLICANTS APPLYING UNDER WAIVER OF EXAMINATION

- A SECTION 87, SUB-SECTIONS D & E
- (d) Waiver of Examination. An individual who has met the requirements of Business and Professions Code Section 5087 and Section 21 of these rules may practice public accountancy from the date of filing an application for Waiver of Examination provided 80 hours of continuing education has been completed in the 20 months prior to the date of filing the application. If a CPA certificate is granted by the California State Board of Accountancy, the provisions of subsection (c) shall apply.
- (e) This section does not apply to those licensees not engaged in public practice such as licensees in private industry, government organizations, educational institutions or similar activities, unless those individuals engage in public practice as defined in Business and Professions Code Section 5051.
- B. Continuing Education Credits Allowable: **DO NOT ATTACH SUPPORTING DOCUMENTS, SCHEDULES OR LISTS.** If additional space is needed this form may be reproduced or additional copies may be requested from the Board of Accountancy
1. EDUCATIONAL PROGRAMS ATTENDED – University and college courses: each semester hour (unit) equals 15 and each quarter hour (unit) equals 10 hours of continuing education credit. Courses from all other providers: each qualifying instructional hour equals one hour of continuing education credit. PARTNERS MEETINGS DO NOT QUALIFY.
 2. FORMAL CORRESPONDENCE OR INDIVIDUAL STUDY PROGRAMS – Credit may be claimed for formal correspondence and self-study programs meeting all the requirements of the continuing education regulations. Credit may be claimed only for courses completed within the 24 months prior to submitting your application.
 3. SPEAKER, DISCUSSION LEADER OR INSTRUCTORS – Actual preparation time is allowable up to twice the presentation time. For example, two hours presentation time is allowable for each qualifying presentation hour. The maximum credit allowable under this section may not exceed 40 hours. Repeated presentations will not normally qualify.
 4. PUBLISHED BOOKS OR ARTICLES – Authors may claim up to 20 hours credit for hours spent preparing books or articles for publication. Authored work qualifies only if published by a second party (not self published.) For additional continuing education credit, the publication must be submitted to the submitted to the Board for review.
- C. A sample of these forms will be audited. It is each individual licensee's responsibility to submit verification. Therefore, you must maintain complete and accurate information regarding continuing education sponsors and hours claimed.

COMMENTS:

COMMENTS:				HOURS CLAIMED				
				1	2	3		4
						INSTRUCTOR		
*COMPLETE NAME OF SCHOOL, FIRM OR ORGANIZATION CONDUCTING PROGRAM INCLUDING LOCATION OF OFFICE	LOCATION OF PROGRAM (CITY)	TITLE OF PROGRAM OR DESCRIPTION OF CONTENT	DATES ATTENDED (MONTH, DAY YEAR)	EDUCATIONAL PROGRAMS (PARTICIPANT)	CORRESPONDENCE OR INDIVIDUAL STUDY	PREPARATION	PRESENTATION	PUBLISHED BOOKS AND ARTICLES
TOTAL HOURS CLAIMED								

*FOR PUBLISHED ARTICLES NAME OF PUBLICATION